

## Budget Page Line Item Description Instructions

Please complete the following questions:

List, line by line,  
proposed  
expenditures.

Describe in the space provided on the line items description page the  
description of items and services purchased in each funding line for the  
first year of the grant.

Describe in the space  
provided on the line  
items description  
page the description  
of items and services  
purchased in each  
funding line for the  
first year of the grant.

### STEP 1:

DESCRIPTION: This first section of the box is where you list all the items and/or services you are purchasing. Every line item description box must have this.

#### PLANNING Ex.

Office desk and chairs = \$

Planning Principal salary = \$

Marketing consultant = \$

Office space lease = \$

Telephone and ISP = \$

Curriculum training materials for Planning Principal = \$

#### IMPLEMENTATION Ex.

20 laptop computers X \$550 +tax+shipping= \$?

5 smart boards = \$

math text books = \$

Professional development training - list specific topics,

- i.e. 1. intergrating standards alignment in lesson planning = \$
2. creating valid and reliable assessments that align with curriculum and instruction = \$
3. etc.

Provide how cost was determined.

#### STEP 2

DESCRIPTION: - Items and services listed in each line item box

HOW WAS COST DETERMINED: You may include the HWCD after each item or service or you may create a separate section within each box. If you use a separate section within each box, make sure that each Rationale aligns with each purchased item/service described above. Ex. 2

E1.1

DESCRIPTION: Planning - Planning Principal = \$

HOW COST WAS DETERMINED: Compared other charter school salaries of similar demographic or mission etc.

OR

Ex. 2

DESCRIPTION: Planning

1. Office desks and chair = \$

2.. Planning Principal = \$

3. Marketing consultant = \$

HOW COST WAS DETERMINED:

1. needed specific size and function available from this vendor

2. compared salary with charter with similar size or demographic or mission

3. marketing consultant - sought bids of consultants with charter experience

Explain how the grant budget line expenditures align with the successful outcome of the charter's goals.

#### STEP 3

DESCRIPTION: matches Items and services listed in each box  
(See Box 2)

HOW COST WAS DETERMINED:: matches DESCRIPTIONS in each box  
(See Box 3)

PROGRAM ALIGNMENT: How expenditures related to your core mission.  
You may include the "Alignment with the Outcomes" after each Description/ Rationale or you may write them in separate sections similar to the example in Box 3.

#### REMEMBER:

Each Budget Line Description box that has a dollar amount listed next to it must have Description, Rationale and Alignment.

CAUTION: These are just examples of how to format the boxes in this section. Find your own words to describe the three components (Description, Rationale and Alignment) in each Line Items Description section.